



STATE OF WASHINGTON
DEPARTMENT OF PERSONNEL

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August 13, 2010

TO: Interested Parties
FROM: Eva Santos, Director
RE: August 12, 2010 DIRECTOR'S MEETING ACTION

Mike Sellars, Deputy Director, Department of Personnel, has provided me with the recommendations for the proposals presented at the August 12, 2010, Director's Meeting. After thorough and careful consideration of each item presented, I have concluded action for the following:

CIVIL SERVICE RULES

Item one: The purpose of this proposal is to clarify that when a general government employee is appointed to a position at the maximum step of the pay range they will not have a periodic increment date (PID) set. If the employee receives a subsequent appointment the PID will be set at that time. Staff proposed an effective date of September 15, 2010.

Item two: Item two is a proposal to add language to the definition of parent-in-law. The definition of parent found in WAC 357-01-227 includes adoptive parent. The definition of parent-in-law found in WAC 357-01-228 does not include the adoptive parent of the employee's spouse. Staff has proposed adding adoptive parent to the definition of parent-in-law with an effective date of September 15, 2010.

Item three: Item three is a housekeeping change. ESSB 6724 was passed and signed by the Governor on March 23, 2010. This bill expands the total number of days a state employee can receive in shared leave from 261 days to 522 days. When the sick leave pool rules were adopted a decision was made to follow the 261 day limit specified in the shared leave law. Therefore, WAC 357-31-600 needs to be modified to reflect the new limit. Staff proposed an effective date of September 15, 2010.

ACTION TAKEN

Rule items one through three were adopted as proposed with an effective date of September 15, 2010.

Section E: Rule Amendments

ITEM #1 - ADOPTED ON PERMANENT BASIS, EFFECTIVE 9-15-10

Staff note: This proposed change will clarify that when a general government employee is appointed to a position at the maximum step of the pay range they will not have a periodic increment date (PID) set. If the employee receives a subsequent appointment the PID will be set at that time. The PID will be set as described in WAC 357-28-055.

Staff is proposing permanent adoption effective September 15, 2010.

WAC 357-28-055 How is the periodic increment date determined for a general government employee? (1) For a general government employee appointed to a position before July 1, 2005, the employee's periodic increment date as of June 30, 2005 is retained.

(2) For a general government employee appointed to a position on or after July 1, 2005 whose base salary is set at the minimum of the salary range, the periodic increment date is six months from the date of appointment.

(3) For a general government employee appointed to a position on or after July 1, 2005 whose base salary is set above the minimum but below the maximum of the salary range, the periodic increment date is twelve months from date of appointment.

(4) A general government employee appointed to a position on or after July 1, 2005, whose base salary is set at the maximum of the range will not have a periodic increment date set. If the employee later receives a new appointment, the periodic increment date will be set at that time, as described in this section.

(5) Once a general government employee's periodic increment date is set, it remains the same unless:

(a) The periodic increment date is advanced or postponed in accordance with WAC 357-28-070 and 357-28-075; or

(b) The periodic increment date is adjusted for leave without pay in accordance with WAC 357-31-345.

Section E: Rule Amendments

ITEM #2 - ADOPTED ON PERMANENT BASIS, EFFECTIVE 9-15-10

Staff note: The definition of “parent” found in WAC 357-01-227 includes adoptive parent. The definition of “parent-in-law” found in WAC 357-01-228 does not include the adoptive parent of the employee's spouse. We are proposing adding adoptive parent to the definition of parent-in-law.

Staff is proposing permanent adoption effective September 15, 2010.

WAC 357-01-228 Parent-in-law. A biological or adoptive parent of an employee's spouse or an employee's registered domestic partner or an individual who stood *in loco parentis* to an employee's spouse or to an employee's registered domestic partner when the employee's spouse or the employee's registered domestic partner was a child. A person who had day-to-day responsibilities to care for and financially support the employee's spouse or the employee's registered domestic partner when he or she was a child is considered to have stood *in loco parentis* to the employee's spouse or to the employee's registered domestic partner.

ITEM #3 - ADOPTED ON PERMANENT BASIS, EFFECTIVE 9-15-10

Staff note: ESSB 6724 was passed and signed by the Governor on March 23, 2010. This bill expands the total number of days a state employee can receive in shared leave from 261 days to 522 days. When the sick leave pool rules were adopted a decision was made to follow the 261 day limit specified in the shared leave law. Therefore, this rule now needs to be modified to reflect the new limit.

Staff is proposing permanent adoption effective September 15, 2010.

WAC 357-31-600 Is there a limit to the amount of sick leave a participating employee may withdraw from a sick leave pool? A participating employee may not withdraw more than (~~two hundred sixty-one~~) five hundred twenty-two days from a sick leave pool for the entire duration of state employment. The (~~two hundred sixty-one~~) five hundred twenty-two days includes any days an employee has received under the Washington shared leave program. One day equals eight hours of leave.